



**Calapooia Watershed Council**  
**Board of Directors Meeting**  
**December 2021 Minutes**

The Calapooia Watershed Council held their regular monthly Board meeting via Zoom teleconferencing on December 8th, 2021.

In attendance were the following members of the Board of Directors:

Mark Running      David Lawlor      John Joiner      Dee Swayze

The following members were absent:

Jim Merzenich      Jim Wagner      Matt Mellenthin      Amiee Addison

The following were also in attendance:

Collin McCandless, Executive Director  
Cris Salazar, Habitat Restoration Program Manager  
Kristen Daly, Youth Education Program Manager  
Fiona Julian, Operations Coordinator

Collin McCandless presided over the meeting. Fiona Julian recorded the minutes.

There were not enough members present to achieve a quorum, so no voting was taken on any item.

**Approval of November Minutes & Financials**

Board members received copies of the minutes from the November meeting and the financial charts. Fiona had created an additional request raised at the last meeting which broke down the payroll classes.

**Grievance Policy**

A draft personnel grievance policy was reviewed. David and John clarified that the verbiage to state the arbitration decision would be final should be restored in the edited draft policy. David suggested having the draft reviewed by an attorney specializing in nonprofit law and provided a contact at The Center for Nonprofit Law. John agreed it was wise to have it reviewed to avoid any simple mistakes.

### **Restoration Update**

Cris reported that the Upper Calapooia Steelhead Habitat Enhancement project is ready to commence. Cris stated that BCI Contracting was the only bid received and have worked extensively with CWC in the past, and that they will be teaming up with Blue Ridge Timber Company in mid-July or as soon as in-water work is approved (before fire season.) Cris reviewed some of the technical aspects of the project which is aiming to place six to twelve trees with complete root wads into the river. Mark mentioned that the number of trees is much less than originally planned and Cris responded that there was a lot of reassessing with other agencies and it was determined to reduce the number of trees from nineteen to around twelve. Cris continued that Villars will be a subcontractor who has lots of experience with tree tipping, and had actually brought the technique into restoration practices. Cris reviewed the project map and stated that a vote was needed before penciling in dates with the contractor. John asked if a low-water event would accelerate the timeline. Cris replied that there is a narrow six-week window for in-stream work due to spawning, rearing and raptor nesting. John asked if the contractor has submitted a safety plan, and Collin explained that part of the bid proposal is the inclusion of a safety plan and that our bid document is based on RDG's and requires detailed safety requirements.

### **End of Year Donation Campaign**

Fiona explained that she had done her best to update the CWC mailing list from 2017 of which there were about 500 addresses in preparation for the bulk mailing she has prepared consisting of a trifold end of year review brochure and donation remittance envelope. Fiona stated that she expects a high return/undeliverable rate, but applying to the NCOA Registry was cost prohibitive at this point. David stated that the inclusion of a personal letter making several direct requests for donations has been shown to increase support significantly, and that there is a lot of information about writing an effective donation letter. Fiona stated that CWC offered to plant a tree for every \$20 donation received and be entered into a raffle for

donated fishing and camping gear. Fiona reported \$1360 raised to date, prior to the mailing.

### **Strategic Planning**

Collin talked about the need to complete a new Strategic Plan for the next three years for the council. He continued that EDI needed to be included as well as some restoration language changes, and a clear statement of priorities. Collin asked if this should be accomplished by a general meeting or over several Board meetings and email. He stated he would send a poll.

The meeting adjourned at 6pm.

\_\_\_\_\_ **End** \_\_\_\_\_

**Minutes reviewed and approved.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_